

1953

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EXECUTIVE OFFICE OF THE PRESIDENT
NATIONAL SECURITY COUNCIL
WASHINGTON

December 29, 1953

MEMORANDUM FOR THE NATIONAL SECURITY COUNCIL

SUBJECT: The Security of NSC Documents

REFERENCE: NSC Action No. 988

In order to increase the security of NSC documents the President has approved a new numbering system for NSC papers and additional security procedures relating to the handling of NSC documents. These changes, which are described below, will take effect January 1, 1954 with respect to documents issued thereafter.

Numbering System

Each year will begin a new number series of NSC papers, made up of a two digit number for the year and a two digit serial number. Thus the first NSC paper issued in 1954 will be NSC 5401. Within any given year the same serial number will apply to a subject, and new papers issued on the same subject will be slants in that series (for example, NSC 5401/1).

After the beginning of each new year, a new series will be initiated only when the first new paper is issued on a given subject. Thus NSC papers current on January 1, 1954 will retain their numbers in the present NSC numbering system. Each new policy which supersedes a current paper on the same subject will bear a new number corresponding to the year of its issuance.

Security Procedures

A Top Secret Control Form (see sample attached) will constitute the first page of all future Top Secret NSC reports in covers, and the cover page of all Top Secret memoranda to the Council or the NSC Planning Board. A brief statement on the covers of all Top Secret NSC reports will call attention to the need for executing the Top Secret Control Form.

This form must be signed and completed by each individual (1) who reads the NSC document wholly or in part or (2) who personally handles it and has access to its contents. This requirement with respect to Top Secret NSC documents will be additional to any requirements of a similar

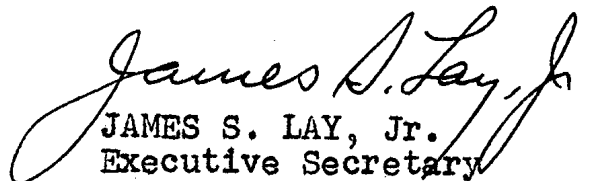
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kind that may be established or that have been established by the individual departments and agencies for the control of Top Secret documents. Whenever copies of Top Secret NSC documents are destroyed by recipient agencies, the NSC Top Secret Control Form with an identification of the document to which it was attached should be filed together with the certification of such destruction.

At the direction of the President, a representative of the NSC Staff will periodically review (spot-check) the handling within the several departments and agencies of all classified NSC documents for the purpose of insuring that they are adequately safeguarded.


JAMES S. LAY, Jr.
Executive Secretary

cc: The Secretary of the Treasury
The Attorney General
The Director, Bureau of the Budget
The Chairman, Joint Chiefs of Staff
The Chairman, Atomic Energy Commission
The Federal Civil Defense Administrator
The Director, United States Information Agency
The Director of Central Intelligence
The Chairman, Interdepartmental Intelligence Conference
The Chairman, Interdepartmental Committee on Internal Security
The Executive Officer, Operations Coordinating Board

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